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RETURN TO

RECORDS SECTION DIVISION

13 April 1954

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MEMO FOR THE RECORD

SUBJECT: Code for Records Control Schedules

*Unusual Memo
17 April 54*

1. The Office code listed below is to be used for assigning Records Control Schedule numbers. If further subdivision is necessary use Office of Operations as an example. In addition the number will be followed by a dash and the last two numbers of the year in which the schedule was prepared. For example, the schedule for OO/C would be numbered thusly; 25.04-54.

National Security Council.....	9
Office of the Director.....	10
Director of Central Intelligence.....	11
* * Deputy Director of Central Intelligence.....	12
Deputy Director (Intelligence).....	13
Deputy Director (Administration).....	14
Deputy Director (Plans).....	15
Inspector General.....	16
* Special Assistant to the Director SA/DCI	12.01
* CHIEF SECRETARIAT	12.02
Office of National Estimates.....	20
Office of Scientific Intelligence.....	21
Office of Research and Reports.....	22
Office of Current Intelligence.....	23
Office of Collection and Dissemination.....	24
Office of Operations.....	25
Assistant Director for Operations.....	25.01
Planning and Coordinating Staff.....	25.02
Sovmat Staff.....	25.03
Contact Division.....	25.04
Headquarters.....	25.041
Field.....	25.042
Foreign Broadcast Information Division.....	25.05
Headquarters.....	25.051
Field.....	25.052
Foreign Documents Division.....	25.06
Office of Intelligence Coordination.....	26
OFFICE OF BASIC INTELLIGENCE	27

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Management Staff	30
Office of the Comptroller	31
Office of the General Counsel	32
Audit Office	33
Logistics Office	34
Medical Office	35
Security	36
COMMERCIAL Staff	37
Personnel Office	40
Office of Communications	50
Office of Training	60
Foreign Intelligence Staff	70
Plans and Policy Staff	71
Paramilitary Staff	72
Technical Services Staff	73
Administration Staff	74
Western Hemisphere Division	80
Headquarters	80.1
Field	80.2
Far East Division	81
Near East Division	82
Southern Europe Division	83
Eastern Europe Division	84
Western Europe Division	85
Soviet Russia Division	86

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